

2012 State Hispanic/Latino Employment Plan Survey

Agency: Office of the Illinois State Treasurer

Name of Individual Completing Survey: Lori Ann McCabe

Individual's Working Title: Deputy Chief of Staff/Director of Human Resources

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1. As of June 30, 2012, provide the number of Hispanic/Latinos employed within each of the following EEOC categories:

1 Officials/Administrators

8 Professionals

0 Technicians

0 Protective Service

1 Para-Professionals

0 Office/Clerical

0 Skilled Craft

0 Service/Maintenance

2. As of June 30, 2012, provide the number of funded positions within each of the following EEOC categories:

40	Officials/Administrators
97	Professionals
0	Technicians
0	Protective Service
21	Para-Professionals
12	Office/Clerical
0	Skilled Craft
2	Service/Maintenance

3. As of June 30, 2012, provide total number of agency employees on board; include full-time, part-time and LOA's:

172

4. As of June 30, 2012, provide the underutilization for Hispanic/Latinos by category:

0	Officials/Managers
0	Professionals
0	Technicians
0	Protective Service
0	Para-Professionals
0	Office/Clerical
0	Skilled Craft
0	Service/Maintenance

5. Does your agency provide budget allocations for Hispanic/Latino Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY 12 budget allocation for each of these programs:

There are no budget allocations for Hispanic/Latino employment programs or bilingual programs. However, the Office shows fourteen (14) full-time, Spanish-speaking employees in FY12.

6. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic/Latino Employment Plan?

The Director of Human Resources also serves as the EEO/AA Officer and closely monitors vacancies and applications. Although at parity for Hispanic/Latino employees, in continuing efforts to increase the Office's diversity, all qualified minority applicants are brought to the attention of managers and senior staff when selecting candidates for opportunities in hiring and promotions.

7. List all agency activities undertaken in implementing the State Hispanic/Latino Employment Plan:

- a) Hispanic/Latino employment strategies (recruitment, internships, community linkages, development of a Hispanic/Latino Employment Recruitment Plan):

The Office of the Treasurer posts opportunities for employment in accordance with union contracts, on the Office's internal and external website, with educational institutions and other resources relative to positions in efforts to attract qualified minorities, including Hispanic/Latino candidates. Vacancies are also posted within our office locations to encourage promotion of internal candidates.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

Our application for employment surveys candidates for bilingual skills.

- c) Spanish-speaking option employment strategies to increase the number of available bilingual/Spanish employees to service the needs of your Spanish-speaking public:

The Office of the Treasurer assesses the need for bilingual services throughout the Office by periodic management discussions to determine departmental bilingual needs.

- d) Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Spanish-speaking public and your Hispanic/Latino employees:

All employees, including Hispanic/Latino employees, are evaluated and considered for internal promotion as appropriate when opportunities are available.

All employees, including Hispanic/Latino employees, are encouraged to attend trainings affordable to the Office in order to improve efficiency, production and skills.

Our Community Affairs & Marketing Division continually evaluates and works to meet the needs of our Spanish-speaking public. This effort is greatly enhanced by utilizing the knowledge and skills of our Spanish-speaking employees.

- e) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The EEO Officer ensures staff compliance with the Department of Human Rights for appropriate completion of Hiring and Promotion monitors.

8. Provide results of your agency's studies and monitoring success concerning the number of Hispanic/Latinos and Spanish-speaking bilingual persons employed by your agency in the EEOC categories:

At the end of FY12, the Office of the State Treasurer employed 10 Hispanic/Latino employees: 1 Official/Administrator, 8 Professionals, and 1 Para-Professional. Fourteen (14) Spanish-speaking employees were on staff in FY12.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details.

The total of Hispanic/Latino employees increased from 9 in FY 11 to 10 in FY 12.

9. Please provide any suggestions/recommendations for increasing the number of Hispanic/Latinos and Spanish-speaking bilinguals employed by your agency.

Although this Office is at parity for Hispanic/Latino employees, we will continue ongoing efforts to increase the Office's diversity, including consideration of employment for qualified Hispanic/Latino candidates.

2012 State African American Employment Plan Survey

Agency: Office of the Illinois State Treasurer

Name of Individual Completing Survey: Lori Ann McCabe

Individual's Working Title: Deputy Chief of Staff/Director of Human Resources

Individual's Phone Number: (217) 524-4330

Individual's Mailing Address: 400 West Monroe, Suite 401, Springfield, IL 62704

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1. As of June 30, 2012, provide the number of Black/African Americans employed within each of the following EEOC categories:

1	Officials/Administrators
15	Professionals
0	Technicians
0	Protective Service
2	Para-Professionals
2	Office/Clerical
0	Skilled Craft
0	Service/Maintenance

2. As of June 30, 2012, provide the number of funded positions within each of the following EEOC categories:

40	Officials/Administrators
97	Professionals
0	Technicians
0	Protective Service
21	Para-Professionals
12	Office/Clerical
0	Skilled Craft
2	Service/Maintenance

3. As of June 30, 2012, provide total number of agency employees on board; include full-time, part-time and LOA's:

172

4. As of June 30, 2012, provide the underutilization for Black/African Americans by category:

1	Officials/Administrators
0	Professionals
0	Technicians
0	Protective Service
0	Para-Professionals
0	Office/Clerical
0	Skilled Craft
0	Service/Maintenance

5. Does your agency provide budget allocations for Black/African American Employment Programs? If yes, provide FY 12 budget allocation for this program:

While there are no specific budget allocations for Black/African American Employment Programs, the Office of the Treasurer continually seeks qualified minority candidates, including Black/African Americans, in efforts to address minority underutilization.

6. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the African American Employment Plan?

The Director of Human Resources also serves as the EEO/AA Officer and closely monitors vacancies and applications. The agency continues efforts to increase the Office's diversity, and all qualified minority applicants are brought to the attention of managers and senior staff when selecting candidates for opportunities in hiring and promotions.

7. List all agency activities undertaken in implementing the State African American Employment Plan:

- a) African American employment strategies (recruitment, internships, community linkages, development of an African American Employment Recruitment Plan):

The Office of the Treasurer posts opportunities for employment in accordance with union contracts, on the Office's internal and external websites, with educational institutions and other resources relative to positions in efforts to attract qualified minorities, including African American candidates. Vacancies are also posted within our office locations to encourage promotion of internal candidates.

- b) Promotional programs that provide African American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your African American public and your African American employees:

All employees, including African American employees, are evaluated and considered for internal promotion as appropriate when opportunities are available.

All employees, including African American employees, are encouraged to attend trainings affordable to the Office in order to improve efficiency, production and skills.

Our Community Affairs & Marketing Division continually evaluates and works to meet the needs of our Black/African American public. This effort is enhanced by utilizing the knowledge and skills of our Black/African American employees.

- c) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The EEO Officer ensures staff compliance with the Department of Human Rights for appropriate completion of Hiring and Promotion monitors.

8. Provide results of your agency's studies and monitoring success concerning the number of African Americans employed by your agency in the EEOC categories:

At the end of FY12, the Office of the State Treasurer employed 20 Black/African American employees: 1 Official/Administrator, 15 Professionals, 2 Para-Professionals, and 2 Office/Clerical.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details.

The total of Black/African American employees decreased from 22 in FY11 to 20 in FY12.

9. Please provide any suggestions/recommendations for increasing the number of African Americans employed by your agency.

The Agency will continue ongoing efforts to increase the Office's diversity, including consideration of employment for qualified Black/African American candidates. Limited opportunities currently exist in the Chicago Region for Officials/Administrators.

2012 State Asian-American Employment Plan Survey

Agency: Office of the Illinois State Treasurer

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Individual's Working Title: Deputy Chief of Staff/Director of Human Resources

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1. As of June 30, 2012, provide the number of Asian-Americans employed within each of the following EEOC categories:
 - 2 Officials/Administrators
 - 3 Professionals
 - 0 Technicians
 - 0 Protective Service
 - 0 Para-Professionals
 - 0 Office/Clerical
 - 0 Skilled Craft
 - 0 Service/Maintenance

2. As of June 30, 2012, provide the number of funded positions within each of the following EEOC categories:

40	Officials/Administrators
97	Professionals
0	Technicians
0	Protective Service
21	Para-Professionals
12	Office/Clerical
0	Skilled Craft
2	Service/Maintenance

3. As of June 30, 2012, provide total number of agency employees on board; include full-time, part-time and LOA's:

172

4. As of June 30, 2012, provide the underutilization for Asian-Americans by category:

0	Officials/Administrators
0	Professionals
0	Technicians
0	Protective Service
0	Para-Professionals
0	Office/Clerical
0	Skilled Craft
0	Service/Maintenance

5. Does your agency provide budget allocations for Asian-American Employment Programs? Additionally, has your agency established a budget for Bilingual program(s)? If yes, provide FY 12 budget allocation for each of these programs:

There are no budget allocations for Asian-American employment programs or bilingual programs. However, the Office had one employee that speaks fluent Mandarin/Chinese in FY12.

6. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Asian-American Employment Plan?

The Director of Human Resources also serves as the EEO/AA Officer and closely monitors vacancies and applications. Although at parity for Asian-American employees, in continuing efforts to increase the Office's diversity, all qualified minority applicants are brought to the attention of managers and senior staff when selecting candidates for opportunities in hiring and promotions.

7. List all agency activities undertaken in implementing the State Asian-American Employment Plan:

- a) Asian-American employment strategies (recruitment, internships, community linkages, development of a Asian-American Employment Recruitment Plan):

The Office of the Treasurer posts opportunities for employment in accordance with union contracts, on the Office's internal and external website, with educational institutions and other resources relative to positions in efforts to attract qualified minorities, including Asian-American candidates. Vacancies are also posted within our office locations to encourage promotion of internal candidates.

- b) How does your agency assess bilingual skills when filling positions as bilingual option? (Example; structured oral interview, written test, none)

Our application for employment surveys candidates for bilingual skills.

- c) Asian-American language speaking option employment strategies to increase the number of available bilingual/Asian-American employees to service the needs of your Asian language speaking public:

The Office of the Treasurer assesses the need for bilingual services throughout the Office by periodic management discussions to determine departmental bilingual needs.

- d) Promotional programs that provide Asian-American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of your Asian-American language speaking public and your Asian-American employees:

All employees, including Asian-American employees, are evaluated and considered for internal promotion as appropriate when opportunities are available.

All employees, including Asian-American employees, are encouraged to attend trainings affordable to the Office in order to improve efficiency, production and skills.

Our Community Affairs & Marketing Division continually evaluates and works to meet the needs of our Asian-American language speaking public. This effort is greatly enhanced by utilizing the knowledge and skills of our Asian-American language speaking employees.

- e) How has your agency ensured that all appropriate staff are complying with the mandatory Hiring and Promotion Monitor requirements:

The EEO Officer ensures staff compliance with the Department of Human Rights for appropriate completion of Hiring and Promotion monitors.

8. Provide results of your agency's studies and monitoring success concerning the number of Asian-American and Asian language speaking bilingual persons employed by your agency in the EEOC categories:

At the end of FY12, the Office of the State Treasurer employed 5 Asian-American employees: 2 Officials/Administrators, and 3 Professionals. One (1) Mandarin/Chinese-speaking employee was on staff in FY12.

Were there any increases or decreases in those levels from the prior year? If so, please provide specific details.

The total of Asian-American employees decreased from 8 in FY 11 to 5 in FY 12.

9. Please provide any suggestions/recommendations for increasing the number of Asian-American and Asian language-speaking bilinguals employed by your agency.

Although this Office is at parity for Asian-American employees, we will continue ongoing efforts to increase the Office's diversity, including consideration of employment for qualified Asian-American candidates.